

MSC Executive Board Online Meeting
April 5th, 2017
Minutes

Board Chair, Sinda Puryer called the meeting to order at 1:00 pm.

Board Members Present:

Jack Albrecht
Diane Anderson
Wendy Campbell
Roberta Gebhardt
Sinda Puryer
Kelly Reisig
Kathy Robins
Mark Wetherington
Debra Westrom

MSL Reps Present:

Jessie Goodwin
Bobbi DeMontigny
Jemma Hazen
Cara Orban
Amy Marchwick

Guests:

Becky Krantz, Stephan Licitra

Diane Anderson moved to accept the minutes from the March 2 meeting as read. Jack Albrecht seconded. Motion passed.

Work Plan Update and Progress Report

Wendy Campbell and Diane Anderson reported that work is complete. A good foundation is in place going forward. There is a mechanism for libraries to add items to the work plan. As items are added, the online document can be modified and re-posted as necessary.

Content Management Committee

Jemma Hazen reported that the committee met on March 8 in Helena. Diane Anderson attended as a guest. The new Standard Cataloging Procedures (SCP) is live on the website. Previous versions of the SCP have been pulled. They are currently working on a web-based format for the SCP to replace the pdf document. The CMC discussed recruiting from the membership to clean up non-compliant records. Stephan Licitra is the new chair of the CMC. Carrie Nelson is vice chair. Caty Callon and Scott Nordtome recently resigned from the Committee and their positions are open. At the Spring Meeting, the CMC will present the CMC report as well as feedback about the 2016 cataloging survey.

The CMC asks the Executive Board to consider more definitive steps to deal with consistent non-compliance of standards outlined in the SCP. Diane Anderson reported that the CMC was very clear that they recommend a by-laws change to deal with repeated non-compliance of cataloging standards. The Board will plan to discuss the process during the summer retreat, including a timeline, thresholds for non-compliance, development of a procedural document and assignment of responsibilities. The Board discussed the possibility of adding a detail line to the budget that would display the costs associated with catalog cleanup tasks.

Ad Hoc Committee for Cooperative Cataloging

Kathy Robins gave the final report for the work done by the Ad Hoc Committee for Cooperative Cataloging. The Committee met from June through December of 2016, researched and discussed issues, then made recommendations to the MSC Executive Board. The recommendations addressed training, improving the quality of records in the catalog, and accountability by libraries to add records adhering to the SCP. Results are:

- The CMC added stronger language to the SCP indicating that consistency to adhering to the SCP is vital and each member library has a responsibility to follow proper procedures.
- The MSC will continue to offer high-quality cataloging training
- The Executive Board will regularly remind libraries about participating in training, adhering to the SCP and conducting proper searches before adding new records to the catalog.
- Libraries must make a full-faith effort to train and adhere to the SCP
- CMC and Executive Board continue to improve and strengthen the cataloging mentor program

CMC Serials Representative Appointment

Jemma Hazen reported that the CMC recommended Lindy Park from Missoula Public Library as the serials representative on the CMC. Kathy Robins so moved. Deb Westrom seconded. Motion passed.

CMC Schools Representative Appointment

Jemma Hazen reported that the CMC recommended Jennifer Hossack from Missoula Public Schools as the schools' representative on the CMC. Roberta Gebhardt so moved. Jack Albrecht seconded. Motion passed.

Spring Members Meeting Agenda

Roberta presented the language change to Article 6 Section 1 of the by-laws regarding the schedule of meetings for the members council. The proposed new language will add "or electronically" to the by-laws. "The MSC members council shall meet twice a year in assembly *or electronically* at least twice a year, approximately early May and fall of each calendar year." Kathy Robins moved to have members vote on the by-laws change at the Spring Meeting. Kelly Reisig seconded. Motion passed. Jessie Goodwin presented a rough plan for the Spring Members Meeting agenda. The Board discussed and edited the agenda. All meeting materials will be posted online by April 11.

Software as a Service (SAAS)

Jessie Goodwin reported that she was able to change the SAAS proposal from SirsiDynix to include two copy-overs per year instead of one. There will be "Bridge Service" during the migration. This is similar to an offline mode of operations and may last up to 2 days during the migration to SAAS. After SAAS operations are in place, the current 2 hours per night of downtime will go away. Patrons will have access for authentication 24 hours per day.

Enterprise Security

Jessie Goodwin reported that the newest versions of Firefox and Chrome have a warning that the Enterprise site is not secure. This is because the site is not an "https" site. SirsiDynix can make that change, but we must first convert each library's Enterprise profile. Doing this work now will remove the warning from browsers. In the future, it will allow libraries to configure ways to take payments online through Enterprise.

Executive Board Openings

Jessie Goodwin reported that all Executive Board openings have candidates. Write-ins will be allowed on the ballot during the Spring Meeting. Newly elected Board members are invited to attend the Board meeting immediately after the Members Meeting on May 3.

Presentation of FY18 Budget

Jessie Goodwin reported that there have been no changes to the FY18 budget since the last Executive Board meeting. The budget will be posted by April 11 with the other meeting materials.

Board members should let Jessie Goodwin know as soon as possible if there are any changes to the Spring Members Meeting information. Some items can be edited until April 25.

Members Meeting Events and Reminders

The next Executive Board meeting will be online on May 2 from 9-11 a.m.

The Spring Members Meeting will be on May 3 from 10 a.m. to 4 p.m. at Carroll College

The Birds of a Feather Dinners will take place on May 3 at 6:30 p.m.

MSC Trainings will take place on May 4 at the Montana State Library

Hotels in Helena with room blocks: Jorgenson's and Days Inn

Public Comments

Diane Anderson encouraged people to attend the CMC meetings either online or in person to be more informed of the valuable work done by this Committee.

Adjourn

Wendy Campbell moved to adjourn. Roberta Gebhardt seconded. Meeting adjourned at 2:34 pm.

Submitted by,
Kathy Robins